



***City of Eureka
Community Development Department***

Sign Permits

Overview

The Sign Permit review process reviews signs for conformity with the City of Eureka's Sign Ordinance Regulations and Permit requirements.

Sign Permits are required prior to the placing or erecting of any sign, outdoor advertising, the display of any character, or the placement of a sandwich board sign. The Community Development Department Staff can assist you in determining whether a Sign Permit will be required.

How to Apply

Sign Permit application materials are available in the Community Development Department, 3rd floor, City Hall or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you in determining which materials are needed for a complete application packet. Once you feel you have put together a complete application packet, return the application packet to the Department for processing.

The Application Review Process

Step 1: Application Acceptance, Department Review

After your application packet is submitted and fees collected, Staff will review your application to determine whether it is complete. If your application is found to be incomplete, you will be notified regarding what must be submitted before processing can continue.

Step 2: Administrative Approval

Once your application packet has been accepted as complete, and all other project clearances (except building permits) have been obtained, then the Director of Community Development may administratively approve the Sign Permit application. You will receive a letter from the Department indicating the Sign Permit has been approved.

How to Get Help

If you are having difficulties preparing your application, call or visit the Community Development Department and discuss your project with the Department Staff. If you are still confused over the application procedure, you may wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner. A listing of qualified professionals is available in the yellow pages of the phone directory.

Community Development Department, 531 "K" Street, Eureka, CA 95501, (707) 441-4160

Please complete the information below and attach supplemental information as required. A site plan and supplemental information, and the applicable application fee as shown on the back of this application form must accompany all applications. If you have questions regarding this application form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday, 8 a.m. - noon and 1 p.m. - 5 p.m. *(Please note we are closed during the lunch hour).*

APPLICANT/OWNER/AGENT

Applicant's Name*: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Owner of Property - Name (if not applicant)*: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

** If there is more than one applicant or owner, please list all on an attached sheet*

Agent's Name (if different than Applicant):** _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

***Questions/correspondence will be directed to the Agent*

PROJECT LOCATION

⁽¹⁾ Street/Site Address: _____ Assessor's Parcel Number(s): _____

⁽²⁾ Street/Site Address: _____ Assessor's Parcel Number(s): _____

PROJECT DESCRIPTION

(Please provide a project description, attach additional sheets as necessary):

OWNER'S AUTHORIZATION

I hereby authorize the City of Eureka to process this application, and I authorize the City of Eureka and the Department of Fish and Game to enter upon the property described herein as reasonably necessary to evaluate the project. I have completed, or reviewed this application and any "Supplement to Application" forms and know that the contents thereof are true and accurate to my own knowledge and I assume all responsibility for their accuracy.

⁽¹⁾ Property Owner's Signature*: _____ Date: _____

⁽²⁾ Property Owner's Signature*: _____ Date: _____

**If more than one property or property owner is involved, please include owner's authorization for all additional properties*

STAFF USE

Assigned Case No.s: _____

Zone Designation: _____

Assigned Planner: _____

General Plan Designation: _____

Sign Permits

(Supplemental to Application)

1. Sign Permit Supplement Information:

The sign ordinance regulation and permit requirements are located in Title 15, beginning in Section 155.155 of the Eureka Municipal Code.

2. Drawings:

- A. One (1) copy of a vicinity map of the site and surrounding area showing existing locations of streets, property lines, building footprint, location of all existing signs on the property, and the proposed location of all new sign(s).
- B. One (1) copy of an accurate scale drawing or elevation of the proposed sign(s) showing the sign and all supporting members, structures, or building to which the sign will be attached, as well as all lighting fixtures or sources.
- C. Identify the total sign area of all signs on the property, both existing and proposed.

3. Statement:

- A. Indicate the zoning designation of the property on which the sign is proposed:

- B. Indicate the present use of the property:

- C. Indicate the type of sign proposed, (free-standing, wall sign, window sign, illuminated, type of illumination, non-illuminated, etc.) as well as the materials of which the sign is constructed:

- D. Indicate which, if any, of the following apply to the proposed sign:

- ☐ A painted sign
- ☐ A sign attached to the business identified
- ☐ A single sided sign
- ☐ A sign displaying a name of a business only
- ☐ A sign with 3-dimensional lettering or elements
- ☐ A sign using gold leaf or 14k or higher count
- ☐ A sign using neon tube illumination
- ☐ A sign using indirect illumination
- ☐ A sign incorporating analogous architectural elements
- ☐ Layout elements extending beyond the borders of the sign

Sign Permits

(Supplemental to Application)

4. Additional requirements for Sandwich Board Signs:
 - A. The application for a sidewalk sandwich board sign shall be accompanied by a Certificate of Insurance in the following amounts:
 - (1) Public Liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000) for injuries including, but not limited to, and subject to the same limit for each person, in an amount not less than Three Hundred Thousand Dollars (\$300,000) on account of any one occurrence.
 - (2) Property damage insurance in an amount not less than One Hundred Thousand Dollars (\$100,000) for damage to the property of each person on account of any one experience.
 - (3) Said policies shall name the City of Eureka as an additional insured and shall constitute primary insurance as to the City, its officers, agents and employees so that any other policies held by the City shall not contribute to any loss under said insurance. Said policies shall provide for thirty (30) days prior written notice to the City of cancellation or material changes.
 - B. One (1) copy of sign plan showing the proposed design and content of the sign as well as the sidewalk plan, showing the proposed sign location, width of the sidewalk, and location of any other sidewalk improvements that exist (i.e., planters, benches, etc.).